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FIRST-CLASS RURAL SCHOOLS

Requirements for
Special State Aid

Issued by
C. P. CARY
State Superintendent

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PREFACE

In this pamphlet are outlined the requirements that must be met in order to secure the special state aid of fifty dollars a year to rural schools. The plan here outlined embraces the requirements for the next three years. It has been my endeavor, in so far as possible, to outline a plan that would be within the reach of many of the poorest school districts in the state. It would be an easy matter to fix requirements so high that only a few of the wealthiest districts could meet the requirements. On the other hand, it would not in my opinion be good public policy to lower the standard to such a degree that poorly equipped schools could secure the money without effort. The plan here outlined and the requirements from year to year for three years are, in the opinion of the state superintendent and members of the department, a reasonable balance between leniency on the one hand, and severe requirements on the other. It is to be hoped that hundreds of schools will feel the stimulus, and profit by this special state aid.

County superintendents, supervising teachers, and school boards are earnestly requested to coöperate with the State Department in seeing to it that in no instance does a school get this state aid without meriting it, or fail to get the state aid if it does merit it. State aid is never granted to schools without a purpose, and that purpose is the improvement of the facilities for education and the quality of the work in the schools affected by the aid. All county superintendents in particular are earnestly requested to deal with this problem seriously, and to refuse utterly to approve the granting of state aid to districts that do not properly respond to the requirements specified.

C. P. CARY,
State Superintendent.

REQUIREMENTS FOR RURAL SCHOOLS OF THE FIRST CLASS MENTIONED IN THE LAW.

The law mentions seven specific requirements which a school must meet in order to be classed as a first class school and share in the special state aid of fifty dollars annually. They are as follows:

I. Length of the school year required.
II. Condition of the school building required.
III. Kind and conditions of outbuildings required.
IV. Needful apparatus and equipment required.
V. Supplementary readers required.
VI. An adequate system of ventilation required.
VII. Efficient work on the part of the teacher required.

Explanation of Requirements

The state superintendent is required by the statute to outline the requirements under each head, where the law itself is not specific. A progressive plan, covering three years of time for its completion, has been outlined for districts desiring to secure this aid. The first year, districts will be required to have a certain number of items under each head; an additional number must be provided for the second year, and all the requirements must be met during the third and all succeeding years.

I. The school year. The law definitely prescribes that the school must be maintained for at least **nine months.**

II. The school building. The law prescribes that the district must provide a **suitable school building or buildings.** The following eleven items are enumerated as embodying the principal features to be considered under this topic:

1. Foundation and all walls in good repair.
2. Interior walls and ceiling tinted or painted cream color or light tan. (Not whitewashed.) Many schoolrooms have dark ceilings and walls. Some explain this by saying it does not show the dirt! There should be no dirt. A poorly lighted room with dark ceiling and walls is too much like a dungeon to be suited to the needs of children.
3. Ceiling so constructed as to prevent the heated air from escaping through it.
4. A good, smooth floor,—one that can easily be kept clean.
5. Adequate cloakrooms, properly heated and ventilated.
6. Fly screens for all doors leading into the school buildings, and at least two windows, to be used when needed.
7. Window sashes on weights, so as to move freely, or else casement windows.
8. Adjustable window shades of tan or light color kept in working order. (Shades should be used to cover part of the window

only when it is necessary to shut out too bright a light. Many teachers have the inexcusable habit of keeping the upper half of the window covered.)

Note: All plans for new buildings, or for remodeling old buildings, or for the installation of heating and ventilating systems in old buildings must be submitted to the Industrial Commission, Madison, Wisconsin, for approval before construction is started. The Industrial Commission not only passes on the merits of the plans submitted, but suggests changes or alterations in plans which will in their judgment result in a more satisfactory building. Plans for heating and ventilation of all new buildings should be included in the plans submitted to the Industrial Commission as these must be approved before the installation is made.

9. At least 16 square feet of floor space to each pupil after reserving six to eight feet of the front of the room for recitation purposes.
10. Lighting from left only, or from left and rear.
11. Lighting area not less than one-sixth of floor space; one-fifth advised.

Schools must have at least six of the eleven requirements in the above list in order to secure aid for the first year application is made. To receive aid for the second time three additional items will be required, and the third year and for succeeding years, all will be required.

III. The outbuildings. The different items that must be complied with are the following:

1. Construction of buildings must be in compliance with the law and the rules of the State Board of Health*. (See note).
2. They must be properly lighted and ventilated. (A window and ventilating shaft.)
3. They must be kept clean and in a sanitary condition at all times.
4. They must be properly screened against flies.
5. They must be kept free from marks and writings.
6. They must be provided with locks and keys so that they may be locked when school is not in session.
7. Toilet paper must be furnished.
8. Good, dry walks should lead to the outbuildings. The space around the outbuildings should be well-drained so that water does not accumulate when it rains.

IV. Needful apparatus. The law specifies that the state superintendent shall give information as to what shall constitute **needful apparatus and proper equipment.** The following items are herewith given as necessary to secure the special state aid for rural schools of the first class:

1. An ample supply of modern textbooks, including a set for the teacher's desk, supplied by the district or owned by the children.

Note: The set for the teacher's use is the property of the district and should be furnished by the district, even if parents buy the textbooks for the children.

2. A serviceable globe at least 10 inches in diameter.
3. At least two complete sets of well-kept modern supplementary readers for the first six grades.

Note: In the classes of the fifth and sixth grades, one of these sets may be historical or geographical.

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* See laws on p. 13 of this pamphlet.

4. A well catalogued library kept in good repair, and placed in cases containing adequate shelf room.

5. A satisfactory teacher's desk and chair and two extra chairs.

6. A tested thermometer hung from the ceiling in such a way that it registers the temperature of the part of the room used by pupils.

Note. The Department of Public Instruction favors inside toilets when properly installed. For detailed information concerning construction of outbuildings and the installation of chemical toilets, dry closet systems, or water flush systems where there is no public water supply, address State Board of Health, Madison, Wisconsin. To insure satisfaction inside toilets must be installed strictly in accordance with the rules of the State Board of Health.

7. A flag staff twenty-five or more feet high should be erected on the grounds. A flag at least six by eight feet should be purchased and means provided for displaying and caring for it.

Note: A flag pole on the schoolhouse presents a number of difficulties. If, however, there is a flag pole on the building and it is giving good service, it will be accepted as fulfilling the requirement. It should not be necessary for pupils or teacher to climb upon the roof to unfurl or take down the flag. The flag should not be allowed to remain out in the weather at night.

8. Proper drill cards and seat work for teaching primary subjects.

9. One large up-to-date dictionary and at least one secondary dictionary (or one equally good) for every five pupils above the first three grades.

10. A set of eight lithograph or outline maps. When new ones are purchased, each map must be in a separate spring roller case.

Note: The following maps are suggested: Western hemisphere, Eastern hemisphere, North America, South America, United States, Europe, Asia, and Africa. The railroad map of Wisconsin is furnished free every four years, and one of them should be found in every school.

The single roller maps may be kept in any part of the room. The hooks should be the same distance apart in all cases so that the maps may be interchanged and hung in different parts of the room as the needs of the work may require.

11. Enameled sink with drain pipe, wash basin, mirror, paper towels, and liquid soap.

12. A water jar with bubbler attached, or running water with proper plumbing.

13. Single, steel adjustable desks and chairs or settees. If single stationary desks have been in use and are of a sufficient number of sizes so that all pupils are seated properly, they will be accepted, but all new desks and chairs or settees installed must be single, steel adjustables of good quality.

14. At least eighty square feet of good blackboard (slate recommended) placed in front and at the right of the pupils. The board in front should be from twenty-eight to thirty-two inches from the floor and at the right, twenty-four to twenty-eight inches. Slate board four feet wide is recommended.

15. At least **four** of the following pieces of play equipment:

a. A low strong swing.
b. A giant stride.
c. Horizontal bars.
d. A modern teeter.
e. A coaster slide.
f. A volley ball. (Basket ball may be used.)
g. A sand bin about 8x12, placed in some shady corner of grounds.
h. A smooth, straight running track.
i. Baseball grounds and equipment.

Schools must have at least ten of the fifteen requirements in the above list in order to secure aid for the first year application is made. To receive aid for the second time, two additional items will be required, and the third time and for succeeding years, all requirements must be met. The school equipment as well as the building must be kept in good condition and repair. Children must be taught the proper respect for all school property.

V. Supplementary readers. These are included under equipment above.

VI. An adequate system of ventilation. The law prescribes that "the state superintendent shall inform the county superintendent as to what shall be considered an improved system of ventilation for rural schools."

GENERAL REQUIREMENTS

1. Any heating and ventilating system that has been in operation and is now in good condition will be accepted if an anemometer test shows that it delivers not less than fifteen cubic feet of fresh air, heated to the proper temperature, per pupil per minute for the maximum enrollment.

2. Basements and basement furnaces for schoolhouses are recommended in all cases of new construction. Wherever school boards deem it impracticable or impossible to provide a basement and a basement heater for a new school building, they should correspond with the Superintendent of Public Instruction before starting the construction of the building. The situation should be fully explained and reasons given for not complying with this recommendation. Failure on the part of school boards to meet this requirement will jeopardize certain special state aid.

3. The heating plant should be located at or near the north side of the basement.

4. The heating plants installed in any schoolhouse must be capable of heating the air in the classrooms to 70° when the temperature outside the building is 20° below zero. The air in the cloakrooms and hallways should be maintained at a temperature of 60° to 65°.

5. Cloakrooms and hallways must be heated and ventilated.

6. No system will be considered satisfactory unless provision is made for furnishing moisture to the air that is delivered to the schoolroom.

7. Under no circumstances will registers, either for fresh or foul air, be permitted in the floor of the school building.

8. The main flues for the admission of warm fresh air should enter the room at from seven to eight feet from the floor line.

9. The openings for foul air vent flues should be located on the same side of the school building as the heated air intakes. The lower edge of the foul air opening should be flush with the schoolroom floor. Vent flues for the building may be placed in cloakrooms, provided they comply with the requirements that they must be on the same side of the building as the warm fresh air ducts.

10. A return air flue may be installed, if placed in the side wall and provided with a damper. Foul air return flues must be closed during the time the school is in session.

11. There must be provision for heating the air in the vent flues through which the foul air is removed from the building. All vent flues must lead directly through the roof or to the ventilator, if several flues are to be combined. Vent flues must not open into the attic.

12. Provision may be made for the so-called "foot warmers," provided they are placed in the side wall.

13. Openings to flues covered by registers or gratings must be of a size to permit of the full working capacity of the flue.

14. All air to be warmed must be taken from outside the building. It is recommended that a fresh air room be provided, and that the fresh air flues lead from this room to the furnace, or to the steam coils. The fresh air room should be located in one corner of the building, to the end that two outdoor openings may be provided,—one on each of two sides of the building.

15. Provision must be made for supplying moisture to the air. A water pan or pans with a capacity of from 20 to 40 quarts must be provided. The water pan must be placed where it will be warmed, to the end that evaporation may be rapid. There should be as large an exposure of water surface in the evaporating pan as possible.

16. The smoke flue should be located in the center of the foul air vent flue. It should have an inside diameter of from 8 to 10 inches, depending on the size of the plant, and should be constructed of cast iron sewer pipe, or vitrified tile. The central smoke flue must be carefully built and properly stayed to the side walls of the vent flue. It should extend from 4" to 8" above the vent flue.

The so-called "double flue" chimney, consisting of two flues side by side, one for smoke and the other for foul air, is not permissible. The chimney consisting of three flues, one for smoke and one for hot air with the foul air vent between is permissible. Partitions separating flues should be so constructed as to insure adequate heating of the air in the vent flue.

17. The vent flue should extend above the top of the roof of the building, and should have the same inside dimensions throughout its length. The vent flue should be cut off at the floor line of the schoolroom, but a damper may be provided. When so cut off a register or a grating is not necessary.

18. Avoid sharp angles in the construction of all air passages.

19. The ventilating system must be in operation to the full capacity in school hours and at least thirty minutes before the morning session.

20. Basements should be nine feet in the clear and four feet above ground.

21. Whatever system of ventilation is used, the windows should be so constructed that both the lower and upper sashes can be readily opened. If storm windows are used, they should be hung from the top, and provided with a device for fastening them when open.

22. At the close of the day, the schoolroom should be flooded with fresh air, and the fresh air intake then closed for the night.

23. All plans for the installation of heating and ventilating systems to be installed in new or old buildings must be submitted to the Industrial Commission for approval before construction work is started. In the case of new buildings, plans for heating and ventilation should accompany the plans of building, when submitted.

REQUIREMENTS FOR THE DIFFERENT SYSTEMS

1. **Steam System.**

a. Provide at least 200 square feet of indirect radiation and at least 130 square feet of direct radiation for a standard schoolroom 32 x 23 x 12′, and such additional radiation as may be necessary to care for the cloakrooms and entryways, in accordance with the requirements of the general provisions.

b. Provide a cold air intake with a cross-section area equal to 1/250 of the area of the rooms to be heated.

c. Provide a hot air flue for conveying the heated air from the steam coils to the schoolroom, having a cross-section area equal to 1/200 of the floor area of the rooms to be heated.

d. Provide a foul air vent flue equal in area to 1/200 of the floor area of the rooms to be heated.

e. Provide for heating the air in the foul air vent flue.

f. A system in which the fresh air is admitted directly into the classrooms at the radiator, is not permissible.

2. **Basement Furnace.**

a. Note requirements for the location of the furnace and recommendation for a fresh air room.

b. Provide one square foot of grate area for every 2500 cubic feet of the schoolroom.

c. Provide one square foot of grate area for each 3500 cubic feet of the cloakrooms and entryways.

d. Provide for each square foot of grate area at least thirty square feet of radiating surface in the furnace.

e. Provide a fresh air intake flue having a cross-section area equal to 1/250 of the combined floor area of the rooms to be heated.

f. The combined area of the flue, or flues, for conveying the heated air from the furnace should have a cross-section area equal to 1/200 of the combined floor area of the rooms to be heated. The main hot air flue should open into the schoolroom at a point 7 to 7½ feet above the schoolroom floor. The flues for the so-called "foot warmers" should enter the room on a level with the schoolroom floor and should be placed in the side wall.

g. The smoke flue should be located in the center of the vent flue and should have a diameter of from 8″ to 10″. The smoke flue should be made of cast iron sewer pipe or vitrified tile. The vent flue must have a net area exclusive of the central smoke flue, equal to 1/250 of the combined floor area of the rooms to be heated and may be located between the smoke flue and the hot air flue. Partitions separating flues should be so constructed as to insure adequate heating of the air in the vent flue.

3. **Jacketed Stove Floor System.**

a. A room heater for a standard schoolroom 23 x 32 x 12 feet should have a grate with a diameter of at least 17″ or its equivalent. Larger or smaller heaters should be provided to correspond with the size of the rooms to be heated.

b. The shield or jacket must be placed not less than 6″ from the stove, and must be raised above the floor at least 8 inches. The shield must be lined and insulated.

c. A fresh air intake must be provided, having a cross-section area of at least 225 square inches. Provision should be made for preventing the fresh air after entering the jacket and before being warmed from dropping down and spreading out over the schoolroom floor. The fresh air intake pipe should be as short as possible.

d. The vent flue should be built from the ground and should extend above the ridge of the schoolhouse. It should have an inside measurement of at least 256 square inches. The smoke flue should be placed in the center of the vent flue and should be constructed of 8″ cast iron sewer pipe, or vitrified tile. The smoke flue should be substantially constructed and should be firmly braced in the center of the vent flue.

e. The heater must be located on the same side of the room as the foul air vent flue, and must be near it.

f. A chimney built on brackets is not permissible. It must in all cases extend to the ground. A clean-out to the vent and smoke flues should be provided.

g. The lower edge of the opening to the vent flue must be on a level with the floor. The opening should be at least 16″ x 20″. The vent flue should be cut off at the level of the schoolroom floor. In such case, no register or grating is necessary. If a register is used over the vent flue opening, it should be so constructed that it offers the least obstruction possible to the air that passes out of the room.

h. Double flue chimneys having one flue for smoke and one for foul air are not permissible.

i. A water pan with a capacity of not less than 20 quarts and an evaporating surface of 200 or more square inches must be provided. It is recommended that if possible apparatus be provided for keeping the pan constantly supplied with water. At any rate the pan must be kept well filled.

j. Where a jacketed stove system is used, having a special device for mixing the foul air and the smoke, the central smoke flue in the vent flue may be dispensed with. In such cases, the vent flue must have an inside measurement of at least 256 square inches.

VII. Efficient work. This is the most important factor to be considered in the granting of special state aid, and it may be at times the most difficult one to determine. No special aid should be given to districts in which poor school work is being done, or in which disorder is prevalent. In checking up the work of the teachers. the superintendents should be guided by the following directions:

1. The order in the school must be good at all times. This includes the playground management as well as the schoolroom activities.
2. There must be evidence of good school housekeeping.
3. The teacher must give attention to the posture and bodily habits of pupils, and to health conditions in the room.
4. The teaching must show evidence of daily preparation on the part of the teacher.
5. The state manual should be the teacher's guide.
6. The teacher must post and follow the program in the manual or a close approximation to it, variation of course being allowed where there are no pupils in one or more of the grades.
7. There must be evidence of applying the work of the schoolroom to concrete and actual situations.
8. Clear and definite assignments must be made by the teacher.

9. The children who are of proper advancement must be given a definite course of lessons and exercises in the use of the school library, the department publication, "Lessons on the Use of the School Library", to be used as a guide.

10. The pupils must be kept profitably employed while at their seats.

11. There must be a good spirit—a spirit of hearty coöperation between pupils and teacher. The children should show genuine interest in their work and pride in the good name of the school.

Note: Idleness, listlessness, day-dreaming, petty mischief, such as shooting paper wads, writing notes, whispering, getting up and moving about, shuffling the feet, talking in signs, etc., when found in any marked degree, are sure indications of an incompetent teacher. Any school has its restless moments, but a wise teacher knows how to deal with this temporary condition. The teacher should stop now and then and count the number of pupils that are busy and the number idle as a test of her efficiency and her pupils' habits.

ADMINISTRATION OF THE SPECIAL STATE AID LAW

1. The school board of a district maintaining a rural school of the first class and desiring special state aid under this law should notify the county superintendent in writing at the beginning of the school year. The formal application for aid should be made out as soon as possible after the close of the school term and filed with the county superintendent on or before the tenth of July. Blanks for this purpose will be supplied by the county superintendent. This application is for aid for the preceding year, and must be made every year that aid is desired.

2. The county superintendent must inspect the school during the year and fill in a report blank, giving information concerning the condition of the school and the work done by the teacher.

3. The application and inspection report must be sent to the state superintendent on or before September 15, the following year.

4. The applications and reports are checked over in the office of the state superintendent and passed upon.

5. The apportionment of the state school money is made in December. At that time, a sufficient amount is withheld from the seven-tenths mill tax to pay the approved applications coming under the law.

6. The special state aid is paid by the state treasurer to the district school treasurer in the form of a draft. It will reach the school district some time during February or March, and will be for the year ending June 30 of the year preceding.

It should be noted that whenever special state aid is received, it is for the **previous** school year and never for the current year.

THE SPECIAL STATE AID LAW

SECTION 40.13(2) Every school district not composed wholly or in part of an incorporated village or city, and any school district in which all of the school buildings are located outside the corporate limits of any city or village, which shall have maintained a school or schools for nine months the previous year, provided a suitable school building, or buildings, and outbuildings, needful apparatus, supplementary readers, and installed an adequate system of ventilation, and done efficient work, shall, for the purposes of this section, be deemed to have maintained a rural school or schools of the first class, provided that state graded schools organized and maintained under section 40.41 of the statutes shall not be considered rural schools of the first class.

SECTION 40.13(3) Any district maintaining a rural school or schools of the second class shall be entitled to a share in all state and county school moneys. Any district maintaining a rural school or schools of the first class shall be entitled, in addition to the moneys specified for rural schools of the second class, to special state aid to the amount of fifty dollars annually, provided the district has fully complied with the provisions of this section.

State superintendent to fix standards. SECTION 40.13(4) The state superintendent shall inform the county and district superintendents as to what shall be considered needful apparatus and proper equipment and an improved system of ventilation for rural schools; and in case of disagreement between the school district and the county or district superintendent as to whether a school has the proper equipment, his judgment shall be final.

Application for aid; if repairs in process. SECTION 40:13(5) Any school district which desires special state aid provided in subsection (3), shall make out an application in writing to the county or district superintendent on a blank furnished by him, setting forth the condition of the buildings, the amount and nature of the apparatus in the school, and a description of the system of ventilation used or in use. If a defect in the building or ventilating system or a deficiency in apparatus is in process of repair, the county superintendent may consider it, for the purposes of this application, as having been completed; subsequent neglect, however, to complete such repairs or to make such purchases as the board have previously certified to be in process of making, shall be ground on which the county or state superintendent may revoke the approval of the application.

Superintendents' duties. SECTION 40.13(6) If the county superintendent shall approve of the application, he shall indorse the same and remit it to the state superintendent of public instruction who shall act upon the applications in the order of their reception.

SECTION 40.13(7) To each district which shall comply with all the provisions of this section, and whose application for aid shall have been approved by him, the state superintendent shall apportion the sum of fifty dollars for each rural school of the first class maintained by said district which shall be paid in the same manner as other forms of special state aid are now paid.

SECTION 40.27(1) and Section 4590 of the statutes set forth the requirements with reference to the outbuildings, and are given here in full:

Schools; separate water-closets; tax levy for. SECTION 40.27 (1) It shall be the duty of each school district board, to provide at least two suitable and convenient outhouses or water-closets for each of the schoolhouses under its control. Said outhouses or water-closets shall be entirely separated each from the other and shall have separate means of access. The boys' outhouse shall be provided with suitable urinals. Said outhouses and said water-closets if detached from the schoolhouse, shall be placed at least thirty feet apart and separated by a substantial close fence not less than seven feet in height, and where placed on opposite sides of the school grounds shall be suitably screened from view. The board of education shall have said outhouses and water-closets kept in a clean and wholesome condition. If the electors of the district or town shall at the annual meeting fail to vote a tax of a sufficient amount to enable the board to comply with the provisions of this section, it shall be the duty of the district board prior to the third Monday of the November following, to determine the sum necessary to be raised to carry out the provisions of this section, and the clerk or secretary shall forthwith certify to the town clerk the amount so fixed, who shall assess this amount as school district taxes are assessed, and such amount shall be assessed, levied and collected at the same time and in the same manner as other taxes for school purposes.

Obscene books, literature, papers and pictures. SECTION 4590 of the statutes. Any person who shall, in a public place, or on any fence or wall, or other surface, contiguous to the public street or highway, or on the floor or ceiling, or on the inner or outer wall, closet, room, passage, hall, or any part of any hotel, inn, or tavern, courthouse, church, school, station house, depot for freight or passengers, capitol or other buildings devoted or open to other or like public uses, or on the walls of any outbuildings, or other structure pertaining thereto, make or cause to be made any obscene drawing or picture or obscene or indecent writing, or print, liable to be seen by others passing, or coming near the same, such person so offending, shall in every such case, be guilty of a misdemeanor, and, on conviction thereof, shall be punished by imprisonment in the county jail not to exceed one year, or by fine not exceeding five hundred dollars.

The rule of the State Board of Health with reference to toilets, and which has the effect of law, is as follows:

Rule 27. Toilets. Water-closets, dry closets and outhouses shall be kept clean and sanitary at all times. Water-closets, and dry closets when provided, shall be efficient in every particular, and when said closets are not provided, then good, fly-tight, well-ventilated outhouses for both sexes, separated by closely built fences, shall be provided. Good, dry walks shall lead to all outhouses, and closely built screens, or shields, shall be built in front of them. Outhouses for males shall have urinals arranged with stalls and with conduits of galvanized iron, or other impervious material, draining into a sewer, vault, or other suitable place.

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